



King County Executive Assistant I

SALARY	\$38.45 - \$48.74 Hourly	LOCATION	Seattle, WA
JOB TYPE	Career Service, Full Time, 40 hrs/week	JOB NUMBER	2022MA17089
DEPARTMENT	KCSO - Sheriff's Office	DIVISION	Sheriff Policy Direction
OPENING DATE	10/12/2023	CLOSING DATE	11/5/2023 11:59 PM Pacific
FLSA	Non-Exempt	BARGAINING UNIT	Z3 : KC Personnel Guidelines
FULL- OR PART-TIME	Full Time		

Summary



This is an exciting opportunity to join the King County Sheriff's Office. The King County Sheriff's Office with over 1,200 employees serves the law enforcement needs of over 2.1 million citizens, over 500,000 of whom live in either unincorporated areas or the 12 contract cities. The position of Executive Assistant I is responsible for managing multiple projects and delegating tasks on behalf of one of the Sheriff's Office Division Chiefs. This position has a high level of autonomy, requiring excellent judgement and discretion. Applicants may learn more about us by visiting the [King County Sheriff's Office website](#).

The KCSO [vision, mission, and values](#) influences every aspect of the work we do. We're looking for individuals who share our core principles and will contribute to improving policing in our community. This position is open to the public. This position is a civil service position, for information regarding [King County Civil Service Rules](#) you can access these rules at Civil Service Rules. For application instructions and requirements, specific to Sheriff Office positions, please visit [Civil Service Application Requirements](#).



Job Duties

The role of Executive Assistant I is responsible for a wide variety of senior level administrative and secretarial duties in support of a Division Chief. The person in this role has delegated authority to independently handle daily administrative duties on behalf of the Chief they will be supporting. Maintaining the confidentiality of highly sensitive, legal and controversial communications is a hallmark of the position. Other duties include providing daily briefings and prioritization of responsibilities, maintaining the Chief's email, calendar, and keeping the Chief apprised of current or potential issues within the Division. We're looking for someone with a strong clerical skill set who is proactive and can improve and maintain important professional relationships.

Experience, Qualifications, Knowledge, Skills

Required Qualifications: Three (3) years of progressively responsible administrative/secretarial experience related to the duties of this position in addition to having:

- Highly developed and exceptional skills that demonstrate you are a well organized, flexible, reliable and a team player.
- Advanced proficiency with MS Office Suite for daily use of Word, Excel, PowerPoint and SharePoint. and basic knowledge of Adobe Acrobat.
- Adept at using internet searches to acquire information.
- Strong technical skill and proficiency with calendar management, document preparation, prioritization and other executive support functions is essential
- Demonstrated excellent verbal communication skills. Confident, articulate, and professional speaking abilities (and experience).
- Exceptional written communication skills. Ability to relay key information in writing, with ease. Working knowledge of professional correspondence standards.
- History of delivering highly detail-oriented work products that are consistent and of high quality.
- Demonstrated ability to provide excellent customer service; work cooperatively with discretion, patience, professionalism, courtesy and tact with everyone (e.g., all levels of staff, elected officials and the public).
- Exhibit excellent people skills, the ability to stay grounded and positive in a very dynamic fast-paced environment.
- Experienced in managing the confidentiality of sensitive communications and information.
- Ability to learn multiple complex operations within the King County Sheriff's Office.
- Skilled in being flexible and completing tasks while managing shifting priorities, constant interruptions and shifting deadlines.

Desired Qualifications:

- Public sector experience
- Law enforcement, court, or legal experience

Application Process: To be considered for this position, the following items must be completed.

- King County Application (applying online satisfies this requirement)
- Cover letter - Formal letter of interest correlating your knowledge, skills, abilities, and experiences to the position and how you feel you are a good fit. Your cover letter will be evaluated for grammar, punctuation and clarity.
- Resume

- Answers to the supplemental questions.

Work Schedule: The usual work week for this position is 40 hours per week (weekdays, approximately 8:00 a.m. to 5:00 p.m.) Hours may vary based on business need, and may include some occasional early morning, evening, and weekend hours. This position is eligible for overtime pay.

Work Location: This position is based at the King County Courthouse in downtown Seattle. Some travel to locations throughout King County may also be required. This position is primarily in-person, but there may be opportunity down the road for some remote work.

Union Membership: This position is not represented by a bargaining unit.

Contact Information: If you have questions regarding this recruitment please contact: Michelle Kobuki, King County Civil Service HR Analyst

michelle.kobuki@kingcounty.gov

206-477-4740

Supplemental Information

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

Benefits

King County offers a highly-competitive compensation and benefits package designed to meet the diverse needs of our employees and support our employees' health and well-being. Eligible positions receive the following benefits and have access to the following programs:

- Medical, dental, and vision coverage: King County pays 100% of the premiums for eligible employees and family members

- Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents
- Retirement: King County employees are eligible to participate in a pension plan through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan
- Transportation program and ORCA transit pass
- 12 paid holidays each year plus two personal holidays
- Generous vacation and paid sick leave
- Paid parental, family and medical, and volunteer leaves
- Flexible Spending Account
- Wellness programs
- Onsite activity centers
- Employee Giving Program
- Employee assistance programs
- Flexible schedules and telecommuting options, depending on position
- Training and career development programs

For additional information about employee benefits, visit our [Benefits, Payroll, and Retirement Page](#).

This is a general description of the benefits offered to eligible King County employees, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails.

NOTE: Benefits for Term Limited Temporary (TLT) or Short Term Temporary (STT) positions, including leave eligibility and/or participation in the pension plan through the Washington State Department of Retirement Systems, will vary based upon the terms and details of the position. Short Term Temporary positions are not eligible for an ORCA transit pass.

For inquiries about the specifics of this position, please contact the recruiter identified on this job posting.

Agency

King County

Address

King Street Center
201 South Jackson Street
Seattle, Washington, 98104

Phone

206-477-3404

Website

<http://www.kingcounty.gov/>

Executive Assistant I Supplemental Questionnaire

*QUESTION 1

You must be a current US Citizen or **Legal Permanent Resident** to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen?

- ☐ Yes
- ☐ No

*QUESTION 2

Can you read, write and speak the English language?

- ☐ Yes
- ☐ No

*QUESTION 3

The background of all King County Sheriff's Office employees and applicants are thoroughly checked. The required background investigation will review and evaluate driving records, criminal records, criminal behavior, employment histories, military records, personal and employment references, and related information. A polygraph examination is also required. Are you willing to undergo a background investigation and polygraph examination as a part of the employment process?

☐ Yes

☐ No

***QUESTION 4**

Do you meet any of the automatic disqualifiers pertaining to **DRUGS**: •As an adult, convicted of any felony drug crime •Any use of heroin or methamphetamines •Any possession or use of GHB (gamma-hydroxybutyrate) or any other "date rape" drug (includes, but not limited to; Ketamine or Rohypnol), including giving it to others •Any use of illegal drugs within three (3) years of application (other than juvenile or one-time experimentation). Illegal drugs include but are not limited to; cocaine, ecstasy, molly, MDMA (club drugs), spice, mushrooms, or Khat, or illegal use of prescription drugs (including steroids). •Illegal use of four (4) or more different controlled substances as an adult within the past ten (10) years •Any instance of manufacturing or cultivating illegal drugs for the purpose of sale or distribution •Use of any illegal drugs while employed in a criminal justice capacity •Obtaining a prescription under false pretenses •Any instance of illegally using a drug after applying to any Law Enforcement agency •Marijuana use will be evaluated on a case-by-case basis; however, to increase the likelihood of continuing in the hiring and background process, an applicant should not have used marijuana in the last 12 months

☐ Yes

☐ No

***QUESTION 5**

If you answered "yes" to the above, please explain. *N/A if you answered "No"*

***QUESTION 6**

Do you meet any of the automatic disqualifiers pertaining to **DRIVING**: •Conviction of Driving/Physical Control Under the Influence within the last three (3) years •Conviction of Driving/Physical Control Under the Influence more than once will be evaluated on a case-by-case basis •As an adult, conviction of Attempting to Elude, or Hit and Run •As an adult, conviction of Reckless or Negligent Driving 1st degree in the last three (3) years •Driving While License Suspended/Revoked, convictions are reviewed on a case-by-case basis

☐ Yes

☐ No

***QUESTION 7**

If you answered "yes" to the above, please explain. *N/A if you answered "No"*

***QUESTION 8**

Do you meet any of the automatic disqualifiers pertaining to **MILITARY**: Any discharge from any military service other than honorable will be evaluated on a case by-case basis •A dishonorable discharge remains an automatic disqualifier.

☐ Yes

☐ No

***QUESTION 9**

If you answered "yes" to the above, please explain. *N/A if you answered "No"*

***QUESTION 10**

Do you meet any of the automatic disqualifiers pertaining to **CRIMINAL ACTIVITY**: •Any adult felony convictions •Any adult misdemeanor conviction for crimes involving theft, violence, or crimes of dishonesty (including, but not limited to, perjury, forgery, impersonation, bribery, witness intimidation/tampering, or tampering with evidence) •All other misdemeanor convictions as an adult within the last three (3) years •Any conviction for a sex-related crime, including crimes involving a minor or individual with a disability, including pornography •Any instance of required registration as a sex offender, regardless of conviction status •Any conviction for animal cruelty as defined by RCW 16.52.205 •Any conviction for a violation of a court No-Contact, Protection, or Harassment Order •Any candidate currently named as a Respondent in any No-Contact, Protection, or Harassment DV Order

- ☐ Yes
- ☐ No

***QUESTION 11**

If you answered "yes" to the above, please explain. N/A is the answer is "No"

***QUESTION 12**

Do you have at least three (3) years of progressively responsible administrative/secretarial experience in drafting letters, correspondences and other written material? Any experience listed must be listed in your work history.

- ☐ Yes
- ☐ No

***QUESTION 13**

Please select the statement that most accurately describes your skill level using: Word.

- ☐ No experience
- ☐ Some training, but limited experience
- ☐ Daily use of the program for at least (1) year
- ☐ Daily use of the program for at least (2) years
- ☐ No formal training, but daily use and strong proficiency of the program for more than three (3) years

***QUESTION 14**

Please select the statement that most accurately describes your skill level using: Outlook. **Daily use is described as creating/answering emails, sending/accepting meeting invites, attachments, and use of task items.**

- ☐ No experience
- ☐ Limited experience
- ☐ Daily use of the program for at least (1) year
- ☐ Daily use of the program for at least (2) years
- ☐ No formal training, but daily use and strong proficiency of the program for more than (3) years

***QUESTION 15**

Do you have experience working in the public sector, law enforcement or paramilitary environment? This will need to be reflected in your application and resume.

- ☐ Yes
- ☐ No

***QUESTION 16**

You years of experience in providing administrative support to a director or program?

- ☐ 1 - 3 years
- ☐ 3 - 5 years
- ☐ 5 or more years
- ☐ None

***QUESTION 17**

A formal letter of interest is required for further consideration. Have you attached the required letter of interest?

- ☐ Yes
- ☐ No

*** Required Question**